



TENANCY APPLICATION FORM

*Acceptance of this tenancy application will not be acknowledged
until all pages are completed and signed.*

Cocoon Real Estate
11 / 2 Claremont Street, South Yarra 3141
Phone: 03 9826 0300 Fax: 03 9826 4711
www.cocoonrealestate.com.au

Licensed Estate Agents • Auctioneers • Property Managers



Agent Name: Cocoon Real Estate
ABN: 94 583 968 052
Address: 11/2 Claremont Street, South Yarra 3141
Phone no: 03 9826 0300
Fax no: 03 9826 4711
Email: richard@cocoonrealestate.com.au
Website: www.cocoonrealestate.com.au

Residential Tenancy Application Form

Please fully complete both sides of this form for your application to be processed.

1. Property Applying For

Address _____

Suburb _____ Postcode _____

Lease Term _____ Years _____ Months _____

Date Property to be occupied _____ / _____ / _____

Rent Payable for Property _____

Name(s) of other Applicants to Occupy Property _____

Property Manager *Richard Crane* **ID: 6843**

2. If self-employed, please complete the following

Company Name _____

Company Address _____

Suburb _____ Postcode _____

Business Type _____

Position Held _____

A.B.N. _____

Accountant Name _____

Accountant Phone _____

Solicitor Name _____

Solicitor Phone _____

3. Personal Details

Title	First Name	Initial
Last Name _____		
Date of Birth _____ / _____ / _____		
Current Address _____		
Suburb _____		Postcode _____
Drivers Licence Number _____		State of Issue _____
Car Registration Number _____		
Alternate ID (eg passport) _____		No _____
Pension Type _____		No _____
Home Phone Number _____		
Mobile Phone Number _____		
Email _____		
Occupation _____		
Employers Name _____		
Employer Phone Number _____		
Please provide a contact number you are available on all day _____		
Contact number: _____		

You Must Supply 100 Points of Identification with Your Application Before It Can Be Processed

- | | | |
|--------------------------|----------------------|----|
| <input type="checkbox"/> | DRIVERS LICENCE | 50 |
| <input type="checkbox"/> | BANK STATEMENT | 50 |
| <input type="checkbox"/> | LAST 4 RENT RECEIPTS | 50 |
| <input type="checkbox"/> | PASSPORT | 30 |
| <input type="checkbox"/> | BIRTH CERTIFICATE | 20 |
| <input type="checkbox"/> | 2 WRITTEN REFERENCES | 20 |
| <input type="checkbox"/> | PAY SLIPS | 20 |
| <input type="checkbox"/> | OTHER ID | 10 |

4. Utility Connection Service

connectnow. Phone: **1300 554 323**
 Fax: **1300 889 598**
 Email: **info@connectnow.com.au**
 Internet: **www.connectnow.com.au**

A Free Service - Connecting Your Utilities Has Never Been Easier!

ConnectNow is a simple and convenient time saving service assisting with your Telephone, Electricity & Gas and water connections. ConnectNow also provide a range of additional services to compliment your household utilities, such as Internet & Pay TV.

This is a value-added service independent of your tenancy application - you are not obligated to use ConnectNow

If you would like ConnectNow to contact you to discuss any of the above services please tick the box and a Connect Now representative will make all reasonable efforts to contact you within one working day of receiving an application. If we are unable to contact you within this period please contact ConnectNow on 1300 554 323 to ensure connection can be completed by your requested date.

It is the responsibility of the Tenant to ensure that the Main Electricity Switch is in the "Off Position" between 7am & 7pm on the day connection is required and that there is easy access to the property.

Please note that the following terms will apply if you ask us to contact you. Firstly you will be consenting to ConnectNow Pty.Ltd. A.B.N. 79 097 398 662 arranging for the connection and disconnection of the nominated home services and to providing information contained in this application to the service providers for this purpose. I agree that neither ConnectNow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames and terms and conditions once the client has agreed to use the chosen service provider. I authorise the obtaining of a National Metering Identifier (N.M.I.) on my residential address to obtain supply details. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that ConnectNow Pty Ltd will be paid a fee by the service provider and will be paying a fee to the Agent in respect of the provision of the service being provided to me by ConnectNow Pty Ltd. Note: Connection of your utilities will only be initiated once a representative has discussed your connection with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s).

PRIVACY POLICY: The privacy of our customers is of vital importance to ConnectNow. You have the right to access our records of your information under the Privacy Act. We will not release your personal information to any third party other than for the purposes of connecting the nominated utility service, unless required to do so under law or government order.

Call me to connect

Yes

Signed: _____ Date / / _____



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Tenancy Privacy Statement

Please fully complete both sides of this form for your application to be processed.

PRIVACY STATEMENT

This form is to be accompanied by an Application for Tenancy. Your Application for Tenancy cannot be accepted unless this has been completed in full and signed.

Due to recent changes in the Privacy laws, from 21st December 2001, all real estate agencies must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed return it to this office with your tenancy application.

As professional property managers, Cocoon Real Estate, collects personal information about you. To ascertain what personal information we have about you, you can contact us by the following ways:

Telephone: 03 9826 0300 **Fax:** 03 9826 4711
Email: Richard@cocoonrealestate.com.au
In Person: 11 / 2 Claremont Street, South Yarra VIC 3141

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested, and if the risk is considered acceptable, to provide you with a lease/tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to the following:

The landlord, the landlord's lawyers, the landlord's mortgagee – for mortgage purposes, referees you have nominated, organisations/tradespeople required to carry out maintenance to the premises, rental bond authorities, Residential Tenancies Tribunals/Courts, collection agencies, National Tenancies Database Pty Ltd, Remington White, other real estate agents and landlords, utilities companies such as gas, electricity, water connection, telephone connection, banks – for rental payment facilities and financial records, employers – for reference purposes.

NTD DISCLOSURE STATEMENT

You can contact **National Tenancy Database Pty Ltd** (ABN 65 079 105 025) ("**NTD**") and ask for access to any of your personal information stored on the database by:

Telephone: (03) 9610 4996
 Facsimile: (03) 9620 7339
 Email: kim@ntd.net.au
 In person: 7/477 Collins Street, Melbourne. 3000.
 Postal Address: P.O. Box 156 Collins Street West Vic 8007
 Visit its website: www.ntd.net.au

Proof of Identity will be required, i.e., photo licence, passport etc.

PRIMARY PURPOSE

ntd collects information to provide to its real estate members and others listed below, current and historical tenancy and location information on individuals and companies who/which lease residential and commercial property from or through licensed real estate agent members of **ntd**.

The real estate agent / property manager will advise **ntd** of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

ntd usually discloses information to:

- Licensed real estate agent members
- **ntd's** parent company, Collection House Limited ABN 74 010 230 716, its subsidiaries, related entities and non credit related clients i.e., Insurance companies that issue Landlord Protection Insurance cover etc.
- Credit Bureaus (Commercial Leases only)

If your personal information is not provided to **ntd**, the real estate agent / property manager will **not** be able to carry out their professional

responsibilities and will NOT be able to provide you with a lease/tenancy of the premises.

PLEASE NOTE:

1. This application is subject to the owner's approval and may take 2-3 days to process.
2. All applicants must complete an application form.
3. Initial bond payment must be paid in the form of a bank cheque or money order made payable to the **Residential Tenancies Bond Authority** (personal cheques or cash will not be accepted).
4. Initial rental payments must be paid in the form of a bank cheque or money order made payable to Cocoon Real Estate (personal cheques or cash will not be accepted).
5. The applicant hereby agrees to a credit check being carried out by the National Tenancy Database.

The applicant acknowledges that the property is in a reasonably clean condition and in good repair as inspected.

TENANCY ACCEPTANCE

We understand that finding and selecting a rental property is often difficult. We will process your application as quickly as possible, but please remember we may be processing many applications at the same time. To assist us please fill out ALL the required details on the application and ensure your completed application is returned to any of our offices as quickly as possible.

UNSUCCESSFUL APPLICATIONS

Should your application be unsuccessful you will be advised. However, should you wish to apply for another property we will hold over your application for you.

SUCCESSFUL APPLICATIONS

Should your application be successful you will be notified by phone and requested to confirm your tenancy. We require the FULL BOND to be paid and the Bond Lodgement form to be signed within 24 hours of the confirmation to secure your tenancy. Prior to your commencement date all tenants must sign the tenancy agreement and pay the first months rental (please allow ½ hour for this appointment). The property manager will supply you with these amounts at the confirmation of your tenancy. Keys will only be handed out when all parties have signed the tenancy agreement, Bond Lodgement Form, all monies have been paid and the tenancy has commenced. No action will be taken against the landlord or agent if the application is unsuccessful or upon acceptance should the premises be unavailable for occupation on the date for whatever reason.

Signing of tenancy agreements and the payment of the first months rent can be undertaken at the office indicated by your property manager. It is a policy of Cocoon Real Estate that all rental payments are made via Direct Deposit.

Signed by the:

Applicant

Print Name

Date

Witness